



Call for Applications: Franciscan Works Board of Directors

The Board of Directors of Franciscan Works, a US-based, non-profit organization run by the dedicated hands of Catholic laity, is seeking passionate individuals to join its ranks. The ideal candidates are committed to the organization's mission and values, as described in brief below, and prepared to give of their time and talent to support the organization's work. Our Board of Directors are fully remote and meet virtually. For additional information regarding Franciscan Works, please visit our website at www.franciscanworks.org.

Interested applicants should send a statement of interest containing pertinent background information and qualifications to info@franciscanworks.org; please title the subject line of the email as follows: "Board Statement of Interest." Any questions or inquiries related to the application process, or the roles and responsibilities of the Board of Directors, also can be directed to the same email address.

The Role of the Franciscan Works Board of Directors

The Franciscan Works Board of Directors is the governing body of our Catholic-rooted, non-profit organization. The board is responsible for the overall policy and direction of the organization, which itself is dedicated to the ministry of self-help for poor children in developing nations through education that is rooted in Catholic values. It is the board's responsibility to oversee strategic and organizational planning for Franciscan Works while ensuring strong fiduciary oversight and financial management. In addition, the board works to support fundraising and resource development in ways that promote the positive public image of Franciscan Works and the work it supports.

At this time, the primary focus of Franciscan Works is Liberia Mission, Inc., a mission located in Liberia, West Africa. The mission consists of a secure 10-acre campus and an adjoining 15-acre farm property. The main campus includes St. Anthony of Padua



School for Kindergarten-9th grade, St. Michael the Archangel Catholic Chapel, separate residence buildings for boys and girls, a student-run piggery micro-business, and accommodations for program managers and American volunteers.

Duties of the Board

In accordance with the Bylaws that guide the Franciscan Works Board of Directors, the board conducts the following types of business:

- Provision of leadership on organizational structure, planning, and transition.
- Review and approval of major organizational decisions, commitments, and plans, including an annual budget.
- Evaluation of progress toward program and financial goals.
- Assurance of organizational continuity through development and recruitment of stateside staff and board members.
- Review and consideration of grant applications submitted by Liberia Mission, Inc.
- Establishment and implementation of mechanisms to assure accountability in use of donor funds.

Expectations of Each Director

Each member of the Franciscan Works Board of Directors is expected to contribute in the following ways:

- Fully participate in core board duties, including:
 - Attending and actively engaging in monthly, virtual board meetings (these are generally on the fourth Saturday of each month and last 1-2 hours).
 - Reviewing Franciscan Works email communications (including agenda packets distributed in advance of scheduled meeting times) and, if necessary, responding to urgent emails within 72 hours.



- Voting on board-level decisions.
- Assisting with at least one initiative or subcommittee per calendar year (e.g., virtual fundraiser event; mission appeals; newsletters; sponsorship appeals; etc.).
- Embrace the mission and policies of Franciscan Works by:
 - Following the Franciscan Works' bylaws, policies, and board resolutions. This includes maintaining confidentiality regarding internal matters, and avoiding and disclosing (as appropriate) any conflicts of interest.
 - Learning about the current programs and needs of the organization.
 - Reviewing the Franciscan Works' financial statements and assessing financial operations with the support of other board members.
- Serve as a community representative of Franciscan Works by:
 - Upholding the Franciscan Works' Catholic mission, vision, and values.
 - Engaging in networking or partnerships to cultivate financial advancement, including participating in fundraising efforts, and reputational standing.

"Start by doing what's necessary; then do what's possible; and suddenly you're doing the impossible." - St. Francis of Assisi